

TOWN OF HARTLY
P.O. Box 181
HARTLY, DE 19953

MEETING MINUTES

Thursday, August 10th, 2017

I. Call to Order and Roll Call

Meeting was called to order by Mark Maguire at 7:01 PM.

Council Present:

Suzanne Morris	Ray Morris
Mark Maguire	

Public Attendees:

Justin Webb	Joe Devito
Jean Brackin	Jeff Brown
Renate Brown	Victoria Norris

II. Invocation & Pledge of Allegiance

Suzanne provided Invocation.

Ray Morris led in Pledge of Allegiance.

III. Approval of Previous Minutes/Approval of Tonight's Agenda

Ray Morris motioned, Suzanne Morris 2nd, approval of previous Meeting Minutes. Motion carried:

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Ray Morris	X			

Suzanne Morris motioned, Ray Morris 2nd, approval of tonight's agenda. Motion carried:

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Ray Morris	X			

IV. Reports

a. Treasury (Suzanne Reported)

i. Citizens Bank Account

Previous Balance: \$23,820.23. Deposits: \$994.66. Expenses: \$14,935.48.

Balance in account \$9,879.41

ii. Restitution from Richie Casson

Two payments received totaling \$150.00

iii. Delaware State Police Accounting Record

Paid to DSP \$1,491.75, Received from Courts \$581.00

iv. Street Light Impact Fee

Received to date \$3,500.00, Not Paid \$2,600.00

v. 2016/2017 Property Tax

2016 Past Due (including Late Fees) \$900.68 (9 parcels)

2017 Property Taxes to be mailed on 8/11/17 total \$7,226.00

Ray Morris motioned, Suzanne Morris seconded, to accept the Treasury Report.

Motion carried:

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Ray Morris	X			

b. Building Permits

- Ray Morris reported No Building Permits Issued this period

c. Correspondence

Suzanne Reported:

- Received Municipal Street Aid funds from State of Delaware FY 2017/18. Town of Hartly total \$525.34. Suzanne will meet with SoD Treasury to determine if the town can avoid opening a separate MSA and simply sign the MSA check to Delmarva Power.
- Email Reminder to complete SoD income/expense report
- Rec'd emails regarding Coleman properties. No buyers at this time.
- Rec'd email from David Edgell, thanking the town for completing annual Comp Plan review. Congrats on progress. Contact David for help with combining tax parcels.
- Suzanne confirmed FOIA and Contact forms on websites work properly
- Rec'd email and application forms from Delmarva Power, Lisa Plumber regarding request to switch to LED lights. Application was returned. A control # & Mary Faulty were assigned to the work order.
- Misc. catalogs and advertisements rec'd
- Rec'd MPO council meeting invite
- Rec'd Comcast letter regarding residential services
- Rec'd invite to Delaware Bicycle Committee review
- Rec'd Census info – LUCA

V. Unfinished Business

a. New Commissioner Oath

Mark Maguire reported that Becca Legar had prior commitment and will hold this Agenda item until October meeting.

b. Sidewalks (TAP)

Ray Morris reported no information for this time period

c. Delaware State Police/Speeding/Road Signage

Mark Maguire reported he has been working with DSP and scheduling times for DSP to be in town. Summer time is more difficult to get police to sign up for extra hours. Speed trailer coming the week of August 21st. Will try to set up one spot for one week and another the second week. Senator Lawson and Representative Spiegleman have indicated they would purchase a permanent speed display sign for the town.

d. Citizen Bank Access/signature updates

Suzanne Morris reported that Citizens Bank has the papers needed for each Commissioner to sign and once all have completed the bank will process.

e. 2017 Property Taxes (mailing)

Suzanne reported that 2017 tax statements have been created and printed. Envelopes prepared. Mark Maguire & Victoria Norris helped with the folding, stuffing, & stamping of the tax statements. Taxes will be mailed tomorrow (08/11/2017).

f. Kent County – 1% Real Estate Transfer Tax

Need letter to be written to Kent County Delaware to have the Town of Hartly 1% property transfer tax display on the KC website.

g. 2018 Budget

Suzanne distributed 2018 DRAFT Budget Proposals to Town Commissioners. Discussion regarding 2018 property tax and budget/expenses for Year 2018.

Suzanne Morris motioned, Ray Morris seconded, to increase Town of Hartly property tax from .005 to .0075 of the Kent County assessed property value for Town of Hartly parcels for FY 2018 (Jan 1, 2018 – Dec 31, 2018). Motion carried:

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			

Suzanne Morris	X			
Ray Morris	X			

Suzanne Morris motioned, Ray Morris seconded, to decrease Street Light tax fee from \$100.00 to \$70.00 annually, to be billed in Jan 2018 with due date of March 31, 2018. Continued discussion regarding billing timeframes. Suzanne withdrew motion.

Ray Morris motioned, Suzanne Morris seconded, to decrease Street Light tax fee from \$100.00 to \$70.00 annually, to be billed along with property taxes in August 2018 with due date to correspond with property tax due date, October 31, 2018. Motion carried:

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Ray Morris	X			

Suzanne Morris presented first reading of Town of Hartly 2018 Budget.

Yearly Revenue		
Budgeted	Item	Amount
\$10,839.00	Property Taxes (.075)	\$0.00
\$4,270.00	Street Light Tax	\$0.00
\$1,000.00	Cell Tower	\$0.00
\$525.00	MSA	\$0.00
\$600.00	Casson	\$0.00
	Permits	\$0.00
\$6,000.00	DSP	\$0.00
	Other-Misc	\$0.00
\$23,234.00	Balance	\$0.00
	\$23,234.00	
Yearly Expenses		
Budgeted	Item	Amount
\$4,250.00	Delmarva Power	\$0.00
\$540.00	Phone	\$0.00
\$0.00	Due/Subscrp/Edu	\$0.00
\$250.00	Postage	\$0.00
\$300.00	Office Supplies	\$0.00
\$500.00	Comm. Events	\$0.00
\$475.00	Ins/Bonding	\$0.00
\$1,926.00	Town Solicitor	\$0.00
\$250.00	Maint/Supplies	\$0.00
\$12,960.00	**DSP (12hrs per mo)	\$0.00
	Capital Fund	
\$21,451.00	Expense Totals	\$0.00
\$ 1,783.00	Surplus to Capital Fund	
\$23,234.00		
	\$23,234.00	

h. Other unfinished business as needed:

Ray reported that a contractor has cut grass at the corner lot (Rowan Inc. lot, across from Family Dollar).

Ray reported Town Commissioner will be spraying the sidewalks with weed killer.

Suzanne reported in June 2017 meeting it was discussed that the liability insurance be discussed at this August meeting. It is Suzanne opinion that the \$2,000.00 cost is not a feasible expense the town can afford at this time. Suzanne Morris motioned, Ray Morris seconded, not to incur the expense at this time and to review it in one year for potential inclusion for 2019 FY Budget expense. Motion carried:

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Ray Morris	X			

VI. New Business

a. Holiday Event

Suzanne Morris motioned, Ray Morris seconded, that the town hosts a Holiday Event between Thanksgiving and Christmas, based on when the HVFC hall is available.

Motion carried:

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Ray Morris	X			

b. Town Hall Fund

Mark Maguire and Suzanne will research the proper title for a Fund to set aside in a savings account for future property and/or town hall purchase.

c. Application for Delmarva Power to change Street Lights to LED

Suzanne completed the application and returned to Delmarva Power

VII. Public Comment / Council Member Comment

- No comments from Public nor Council

VIII. Adjournment

Ray Morris motioned, Suzanne Morris 2nd, to adjourn, motion carried.

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			

Ray Morris	X			
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